



**Montana Fish,
Wildlife & Parks**

Recreational Trails Program (RTP) Grants

Reimbursement Request Documentation

The Federal Highway Administration (FHWA) recently informed Fish, Wildlife & Parks (FWP) about new procedures required for reimbursement of Recreational Trails Program grants. This resulted from a 2008 audit of Montana's program. All of the following information applies to all RTP grants including those already approved (pre-2009) and future grants.

If you have questions about any of this material, contact the FWP Trails Programs Office at 444-4585 or 444-7642.

Please carefully read the following information. This will help you maintain quality records of project expenses that satisfy FWP and the FHWA and ensure timely reimbursement from the RTP program. If your request is incomplete, all documents described are not included, the Cover Sheet and Expenditure Spreadsheet is incomplete or the math is in error, or expenditure documentation including receipts/invoices and proof of payment is not complete, we will return your request.

When you request reimbursement for your RTP grant, be certain to only include eligible expenditures directly associated with your RTP Agreement. These include:

- 1) Expenses incurred after the agreement is signed and dated by FWP
- 2) Expenses specifically mentioned in words in the narrative description and in Part B (Project Cost Information) of your RTP Application. You can't request reimbursement for more money than was included in any part of Part B of your application. If your RTP grant is less than requested in your application, you must submit an amended Part B of your application specifying the use of RTP grant funds.
- 3) For equipment or services purchased, see Condition 8 of your Agreement and provide documentation (over \$5,000, proof of bid solicitation and contract/agreement).
- 4) Include statement that all documented expenses included in reimbursement request are in compliance with grant agreement.

No matter the size of your grant, FWP and FHWA will not process reimbursement requests of less than \$500. The only exception is if the request will close out a grant.

FWP will allow no more than three requests per year for any grant agreement. If you have RTP agreements from more than one grant year, you can request reimbursement from each grant no more than three times per fiscal year.

If you have more than one grant agreement (more than one RTP grant year) for the same project, you must submit separate complete reimbursement packages for each grant agreement. We will no longer accept one reimbursement request for multiple RTP agreement years.

Your Request for Reimbursement package must include the following.

RTP Reimbursement Request Cover Sheet

Be certain that you include the Project Agreement Number and the Project Agreement Date of the grant for which you are requesting reimbursement. Please remember to include your federal tax ID number.

In the Detail Box, top right, include the total amount of the grant from the agreement, the total amount of reimbursement requested to date including this request, and the balance after this request.

The figures for each category on the cover page should come directly from the Expenditure Detail Spreadsheet

I. SPONSOR'S EXPENDITURES: *Expenses paid by grant sponsor that are being requested for reimbursement.*

- 1) *Payroll and Salaries Paid:* These include salaries paid to sponsor employees. Proof of payment can include a formal department/community payroll document (common with cities, counties and agencies) or cancelled checks (most common with private clubs).
- 2) *Materials/Supplies/Equipment Purchased:* These should have been included in the project description and in Part B, Project Cost Information, in your application. Examples include, among others, lumber, signs, trail-head and trail-side structures, trail surface materials, gasoline, weed-control chemicals, equipment repair parts and other large equipment approved through your Agreement. Small tools will not be reimbursed under the RTP program. Refer to Condition 8 of your RTP Project Agreement. You must follow state purchasing procedures for equipment costing \$5,000 or more.
- 3) *Contracted Services:* Refer to Condition 8 of your RTP Project Agreement. You must follow state purchasing procedures for any contracted services costing \$5,000 or more. You must submit a copy of your contract agreement and proof of solicitation for bids before we can reimburse funds.
- 4) *Miscellaneous & Services Not Requiring Contract:* These can include, among others, rented or leased equipment, rented toilet facilities, equipment repair and services rendered costing less than \$5,000.

II. SPONSOR'S MATCH: *The following financial information can only be used as part of sponsor's match. None of these funds may be reimbursed.*

- 5) *Value of Non-Reimbursed Labor:* Typically called volunteer labor, claim at the rate of \$15 per hour for common labor and the standard rate in the community for skilled labor. For documentation, use the RTP Volunteer & Non Reimbursed Labor Form.
- 6) *Value of Donated Materials/Equipment/Services:* Documentation includes quantity of materials donated and value shown by an invoice or statement from business, vendor, individual with value and notation "donated."
- 7) *Fund Contributions Expended on Project:* These are dollars contributed to the sponsor for this specific project. Documentation includes a signed letter/document/agreement from the donor. These can include other grant programs, private and corporate donations, sponsor donations, etc. Most common contributions include Community Transportation Enhancement (CTEP) grants from Montana Department of Transportation, FWP Snowmobile and OHV Program grants, various federal block grants or private club or association funds.

REIMBURSEMENT REQUESTED

The maximum that we can reimburse is the Total Funds Expended multiplied by 80% (.8) but it cannot be more than: 1) the Total Sponsor Expenditures or 2) the Balance of the Grant.

For non-federal grant sponsors, we can only reimburse 80% of documented expenses or the balance of your grant. We can't reimburse RTP funds for donations, non-paid volunteer labor, or fund contributions. These values can however be credited to your 20% match. Also, federal employee salaries can't be used as any part of your 20% match.

For federal agency sponsor, $\frac{3}{4}$ of your 20% match (15% of the total cost) can come from other federal funds but no less than 5% of costs/donations must be from non-federal sources. However, federal agency sponsors can be reimbursed for federal employees salaries associated with the grant project.

DESCRIBE WHAT WAS ACCOMPLISHED WITH THESE FUNDS: Include a brief description including the specific trails and miles of trail maintained, rehabilitated, developed; trail-head or trail-side facilities developed or safety/ethics education projects completed.

WITH THIS REQUEST, IS THIS PROJECT NOW COMPLETE?: Check the appropriate box at the bottom of the page. Many projects have been completed in the past but small amounts of grant money were left because projects were completed under budget. The importance to you is that if we still show unexpended grant money on the books more than three (3) years after the agreement date, you will not be eligible to apply for more RTP funds. The importance to the program is that we can reassign these unexpended balances to other good projects if we know yours is complete.

RECREATIONAL TRAILS PROGRAM GRANT REQUEST COVER SHEET

Grant Sponsor _____

Project Agreement # _____

Agreement Date _____

Project Name _____

Sponsor Address _____

Federal Tax ID Number _____

Total grant	\$ _____
Total requested to-date, including this request	\$ _____
Grant balance remaining after this request	\$ _____

I. SPONSOR EXPENDITURES: *May be reimbursed or used as match.*

1) Payroll and Salaries Paid \$ _____

2) Materials/Supplies/Equipment Purchased (Condition 8, Agreement) \$ _____

3) Contracted Services (Condition 8, Agreement) \$ _____

4) Miscellaneous Purchases and Services Not Requiring Contract \$ _____

TOTAL SPONSOR EXPENDITURES \$ _____

II. SPONSOR'S MATCH: *The following financial information can only be used as part of sponsor's match. None of these funds can be reimbursed.*

5) Value of Non-reimbursed Labor \$ _____
 \$15/ hour unskilled labor, local rate for skilled labor

6) Value of Donated Materials/Equipment/Services \$ _____

7) Fund Contributions Expended on Project \$ _____

TOTAL SPONSOR'S MATCH \$ _____

III. TOTAL PROJECT COSTS (SPONSOR EXPENDITURES + SPONSOR'S MATCH): \$ _____

REIMBURSEMENT REQUESTED \$ _____

Maximum: **.80 X Total Funds Expended** but no more than 1) Total Sponsor Expenditures or 2) the balance of the grant!

ALSO INCLUDE WITH THIS REQUEST A COMPLETED EXPENDITURE DETAIL SPREADSHEET AND

- Proof of payment for labor costs
- Schedules for non-reimbursed labor (dates of labor, number of people and hours worked)
- Invoices/receipts and proof of payments for contracts, materials, supplies and equipment
- Purchase of goods/services, provide documentation required in Condition 8 of Agreement

DESCRIBE WHAT WAS ACCOMPLISHED WITH THESE FUNDS.

WITH THIS REQUEST, IS THIS PROJECT NOW COMPLETE? ☐ Yes ☐ No

RTP EXPENDITURE DETAIL SPREADSHEET

The Expense Categories are explained under Cover Sheet explanation beginning on Page 2.

On the spreadsheet, order expenses by category and date of expense.

For each expenditure or donations/contributions listed on the spreadsheet, include the following:

- 1) Date of expense
- 2) Name of employee or vendor to which payment was made
- 3) Brief description of expenditure
- 4) Source of the funds used to make payment (CTEP, other state or federal grants, sponsor funds, etc.)
- 5) Amount of the payment
- 6) In the far right column, total the expenses for each category

For payroll logs, if log includes payments for projects other than the RTP grant, circle in red those payments specifically for the RTP project. If you are a non-federal agency sponsor, federal employee salaries can't be used as your 20% match. If you are a federal agency sponsor, federal employees salaries can be reimbursed and used as part of match but no less than 5% of costs must be from non-federal sources. Proof of payment can include a formal department/community payroll document (common with cities, counties and agencies) or cancelled checks (most common with private clubs).

You must supply invoices/receipts and proof of payment.

- Account statements or cost estimates do not satisfy this requirement.
- Invoices must clearly state what charges are for, not simply a stock number.
- The sponsor representative must sign all invoices.
- Proof of payment must be in the form of a cancelled check or, for agencies, a formal agency payroll/payment log. An invoice stamped "paid" does not satisfy this requirement.
- Organize invoices/proof of payments in the same order as on the spreadsheet – by category, then by date incurred. Include copy of the proof of payment on the same page as the invoice/receipt or on the following page. If proof of payment (check) is for more items than included in this grant, provide an explanation with the proof of payment.

If your grant is for grooming snowmobile trails, include the FWP groomer log sheet for the period covered. If your grant is for grooming cross-country ski trails, include dates and number of hours groomed and names of those trails.

If your grant is for purchasing large amounts of gasoline/propane for grooming trails/shed & hut heat, include a statement of the purpose of that gasoline/propane.

Electrical expenses – the RTP program can only reimburse for power costs directly related to the grant agreement. For reimbursement, include a copy of the power bill and portion directly related to project agreement.

Condition 8 of your RTP Agreement clearly describes State Purchasing Procedures for equipment and services. Examples include equipment, equipment parts, equipment repairs, trailhead or trailside facilities, signs, rental of equipment or facilities, contracted labor for grooming, maintaining, rehabilitating, planning, engineering, developing or building trails. Remember that if your purchase costs \$5,000 or more, you must provide proof of solicitation for bids and a completed agreement/contract. This does not include sponsor staff employment contracts. Special note: For projects that involve the Montana Conservation Corps (MCC), a contract is necessary if the cost is \$5,000 or more but bidding requirements are not necessary because MCC is on a list of “state exemptions” from the bidding procedures.

If your grant includes the purchase of equipment, you must provide an analysis of lease and purchase alternatives to determine which would be the most economical and practical procurement. Federal law CFR19.44 (2), Procurement Procedures, requires this analysis. In addition, RTP policy does not allow the purchase of equipment with RTP funds if that equipment can be leased, rented or work can be accomplished by contract. You must also provide a maintenance plan/procedures for that equipment. If you wish to be reimbursed for vehicle repairs and maintenance for this year, you must use a depreciation schedule to claim expenses, i.e., vehicle value multiplied by the current year percent of the vehicle’s life span (if 10 years, the current one-year would = .10 of its life span) multiplied by the percent of time the vehicle is used for this RTP project (if 50%, multiply by .50).

You cannot use RTP funds for purchase of small tools or use such purchase as a part of the match. Small tools include such things as hand tools, chain saws, handsaws, axes, pulaskis, first aid kits, etc.

Photocopies of documentation are preferred and on 8 ½” x 11” paper. Photocopies must be clear and readable. Do not use a hi-liter on documents. If an invoice or payment log includes payments for projects other than the RTP grant, circle in red those payments specifically for the RTP project. Do not staple documentation together.



Document Date: 11/03/2008